

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers **DATE:** March 25, 2009
FROM: Marc A. Leonetti, State Controller
SUBJECT: **UNCOLLECTIBLE ACCOUNTS AS OF JUNE 30, 2009**
CFO 09-08

Please forward a list of uncollectible accounts and the detail of collection procedures **on or before April 9, 2009** to:

**OFFICE OF ACCOUNTS & CONTROL
ONE CAPITOL HILL
PROVIDENCE, RI 02908-5883
ATTENTION: ALICIA ARAUJO**

Upon receipt and compilation of write-off requests from all agencies, my office is planning a meeting on May 7, 2009 for each agency that submits a write-off request to present their accounts and answer questions.

Form AR-1 is to be used to report uncollectible accounts. This form is available on the "Forms" page at the controller's website: <http://controller.doa.state.ri.us>.

After completing all necessary forms, obtain the signature of your department/agency director and return all forms to Alicia Araujo before the deadline. You may contact Alicia Araujo at 222-6407 or AliciaA@gw.doa.state.ri.us with any questions you may have. **If you have do not have uncollectible accounts, you must also notify Alicia via mail.**